

कार्यालय—निदेशक, माध्यमिक शिक्षा राजस्थान, बीकानेर

ORDER

In exercise of the powers conferred upon me under rule 3 (a) of the General Financial and Accounts Rules निम्न सूची के कॉलम संख्या तीन के अनुरूप for the purpose of the Financial Rules of the Government in respect of निम्न सूची के कॉलम संख्या दो के अनुरूप He/She shall exercise all the financial and other powers delegated to a Head of Office under the Financial Rules and orders issued from time to time.

The duties and responsibilities are generally laid down in the various provisions of the General Financial and Account Rules of the Government. An abstract of important duties are contained in Appendix-I.

The निम्न सूची के कॉलम संख्या तीन के अनुरूप shall perform the following duties in particular:-

- (1) To sign as a Drawing and Disbursing Officer, all bills for personal claims of all Government servants and contingent expenditure to be presented to the treasury;
- (2) To account for all the receipts and payments made out of the funds so drawn and to make payments to the proper payee's against valid acquittance and to attest it in token of payments;
- (3) To maintain Cash Book and all account registers and records particularly, Register for Watching Encashment of Bills, Bill Transit Register, Register of Short Term Advances, Register of Contingent Expenditure, Register of Advance and Adjustments, Stock Registers, Register of Misappropriation, etc., Register showing Receipt, Disposal of Cheques, Drafts, Postal Money Orders, etc. and Register of Payments made by Postal Money Order/Drafts and to sign the relative entries;
- (4) To incur recurring and non-recurring contingent expenditure in accordance with Financial Rules, Orders and delegation of Financial Powers issued by the Government from time to time and sign Register of Contingent Expenditure;
- (5) To ensure adjustment of temporary advances given to Government Servants and to ensure recovery of unspent balances within the prescribed period and take action thereon as provided in these Rules; and
- (6) To ensure economical procurement of stores articles and to arrange their proper accounting and custody.
- (7) These orders are valid up to finance matters.
- (8) These orders are effective up to joining of Head of office.

क्र.सं.	विद्यालय का नाम जिनके अधिकार दिए जाते हैं मय ऑफिस आई. डी	आहरण वितरण अधिकारी का नाम, पदनाम एवं विद्यालय / कार्यालय का नाम मय एम्प्लॉई आई. डी	कोष / उपकोष
1	GOVT. SENIOR SECONDARY SCHOOL PUNANI (466434) (Principal & Equivalent , 35860)	SANTOSH KUMARI (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL DHANANI (213202)) , (DOB : 25-02-1982) , (pay manager office id : 10474) , (Employee Id : RJSK201233028170)	LAXMANGARH (3503)
2	GOVT. SENIOR SECONDARY SCHOOL DHADHAVALI (468804) (Principal & Equivalent , 37723)	CHANDRA KUMAR JAWARIA (Principal & Equivalent) ,GOVT. SENIOR SECONDARY SCHOOL CHANDRAVA (235741)) , (DOB : 05-06-1967) , (pay manager office id : 18676) , (Employee Id : RJUD19893700499)	JHADOL (PHALASIA) (4103)

Signature valid
Digitally signed by Santosh K. Jawaria
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3	GOVT. SENIOR SECONDARY SCHOOL 2 KNJ (502443) (Principal & Equivalent , 40172)	RAJEEV KUMAR GODARA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KISHANPURA DIKHANADA (212316)) , (DOB : 04-08-1976) , (pay manager office id : 3195) , (Employee Id : RJHA199816010954)	HANUMANGARH (1700)
4	GOVT. SENIOR SECONDARY SCHOOL DHANI RANASAR (474767) (Principal & Equivalent , 37493)	BHANI RAM MEGHWAL (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL RANASAR JAITASAR (215293)) , (DOB : 20-12-1984) , (pay manager office id : 4411) , (Employee Id : RJW201722008014)	SARDARSHAHAR (1204)
5	GOVT. SENIOR SECONDARY SCHOOL BHANDARI (213000) (Principal & Equivalent , 8642)	NEELIMA CHATURVEDI (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BHANDARI (213000)) , (DOB : 19-08-1966) , (pay manager office id : 8642) , (Employee Id : RJDA198813005184)	SIKRAI (1304)
6	GOVT. SENIOR SECONDARY SCHOOL 13 FF MANAKSAR (211936) (Principal & Equivalent , 2626)	AARTI GARG (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL 13 FF MANAKSAR (211936)) , (DOB : 17-10-1982) , (pay manager office id : 2626) , (Employee Id : RJGA201535011142)	KARANPUR (1603)
7	GOVT. SENIOR SECONDARY SCHOOL BARAKHAN (221683) (Principal & Equivalent , 15619)	RADHE SHYAM MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BARAKHAN (221683)) , (DOB : 08-05-1964) , (pay manager office id : 15619) , (Employee Id : RJAJ199606008292)	TREASURY OFFICE, BEAWAR (0600)
8	MAHATMA GANDHI GOVT. SCHOOL DHANLA (221240) (Principal & Equivalent , 15386)	NIRMAL KUMAR SHARMA (Principal & Equivalent) ,SETH SIREMAL DEVRAJ NAHAR GOVT. SENIOR SECONDARY SCHOOL JANUNDA (221241)) , (DOB : 13-11-1968) , (pay manager office id : 27230) , (Employee Id : RJPA199529021468)	KHARCHI (3104)
9	GOVT. SENIOR SECONDARY SCHOOL DHURVAS (489147) (Principal & Equivalent , 36401)	SATYAVATI BHARADWAJ (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL GARHI SUKKHA (217535)) , (DOB : 25-06-1984) , (pay manager office id : 7302) , (Employee Id : RJDH202114004358)	BARI (1401)
10	GOVT. SENIOR SECONDARY SCHOOL BHOPAWAS GOVINDGARH JAIPUR (218430) (Principal & Equivalent , 9180)	KALYAN SAHAI KUMHAR (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BHOPAWAS GOVINDGARH JAIPUR (218430)) , (DOB : 01-07-1965) , (pay manager office id : 9180) , (Employee Id : RJJP198818013480)	CHOMUN (2004)
11	GOVT. SENIOR SECONDARY SCHOOL BHOJUSAR UPADHIYAN (215346) (Principal & Equivalent , 3930)	ROHITASH BANGRWA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BHOJUSAR UPADHIYAN (215346)) , (DOB : 20-06-1991) , (pay manager office id : 3930) , (Employee Id : RJBW202108004777)	SARDARSHAHAR (1204)

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12	GOVT. SENIOR SECONDARY SCHOOL MORANI (474773) (Principal & Equivalent , 37544)	OMPRAKASH GOSAI (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL MORANI (474773)) , (DOB : 20-02-1986) , (pay manager office id : 37544) , (Employee Id : RJS201220010971)	POKRAN (2201)
13	GOVT. SENIOR SECONDARY SCHOOL KAROLI HARIDAS (406323) (Principal & Equivalent , 36232)	USHA KIRAN MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL KAROLI HARIDAS (406323)) , (DOB : 02-07-1986) , (pay manager office id : 36232) , (Employee Id : RJAL201302001312)	SIKRAI (1304)
14	GOVT. SENIOR SECONDARY SCHOOL BARSAA (221212) (Principal & Equivalent , 27241)	BHAGWAT (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BARSAA (221212)) , (DOB : 05-04-1991) , (pay manager office id : 27241) , (Employee Id : RJPA201329007966)	KHARCHI (3104)
15	GOVT. SENIOR SECONDARY SCHOOL JHALARIYA (220474) (Principal & Equivalent , 26965)	SANTOSH KUMAR (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL JHALARIYA (220474)) , (DOB : 10-05-1985) , (pay manager office id : 26965) , (Employee Id : RJS201020002036)	POKRAN (2201)
16	MAHATMA GANDHI GOVT. SCHOOL SHYOPURA (218776) (Principal & Equivalent , 26790)	PRADEEP SHARMA (Lecturer (I Gr.)) ,MAHATMA GANDHI GOVT. SCHOOL SHYOPURA (218776)) , (DOB : 29-09-1978) , (pay manager office id : 26790) , (Employee Id : RJDA201313027944)	JAIPUR (RURAL) (2000)
17	GOVT. SENIOR SECONDARY SCHOOL BADOLI DAUSA (218116) (Principal & Equivalent , 8580)	RAMESH CHAND MEENA (Lecturer (I Gr.)) ,GOVT. SENIOR SECONDARY SCHOOL BADOLI DAUSA (218116)) , (DOB : 11-07-1975) , (pay manager office id : 8580) , (Employee Id : RJJP199918012653)	DAUSA (1300)

वित्तीय सलाहकार
माध्यमिक शिक्षा राजस्थान, बीकानेर

क्रमांक—:शिविरा/माध्य/स्थिरी—स/ 34180—02233/ 2023

प्रतिलिपि निम्नांकित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है—:

- 1 महालेखाकार, लेखा एवं हकदारी, राज. जयपुर।
- 2 सम्बन्धित जिला शिक्षा अधिकारी (मुख्यालय)—माध्यमिक/ब्लॉक शिक्षा अधिकारी।
- 3 सम्बन्धित संस्था प्रधान।
- 4 प्रोग्रामर, बजट अनुभाग, कार्यालय हाजा को प्रेषित कर लेख है कि उल्लिखितानुसार 03 पांवर स्वीकृति के अनुसार IFMS 3.0 पोर्टल पर कार्यालयाध्यक्ष को अद्यतन करवाने हेतु।
- 5 सम्बन्धित कोष/उपकोष।
- 6 सिस्टम एनालिस्ट, कार्यालय हाजा को विभागीय वेबसाइट पर अपलोड करने/सम्बन्धित को ई—मेल प्रेषित करने हेतु।

वित्तीय सलाहकार
माध्यमिक शिक्षा राजस्थान, बीकानेर

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